

# **UNITED STATES COURT OF FEDERAL CLAIMS**

## **POSITION VACANCY**

OPEN: April 11, 2003

CLOSE: Until Filled

POSITION TITLE: Senior Docket Clerk  
GRADE: CL-25/26 (depending on experience and qualifications)  
STARTING SALARY: \$32,035 - \$44,098  
LOCATION OF POSITION: U.S. Court of Federal Claims  
717 Madison Place, NW  
Washington, DC 20005

The Clerk of the United States Court of Federal Claims is accepting applications for the permanent position of full-time Senior Docket Clerk. This position is located in the U.S. Court of Federal Claims Clerk's Office. The Senior Docket Clerk reports directly to the Chief Deputy Clerk for Operations and is responsible for maintaining the official case events summary on the docket from opening to final disposition.

### **DESCRIPTION OF DUTIES:**

Recording of docket entries on the courts automated case management system reflecting the date and nature of each document filed; Review of documents for completeness and conformance with rules of the court; Handling public requests for information; Providing information to parties and attorneys via the telephone and in person regarding rules and procedures of the court as well as case specific information; Communicating with chambers regarding case specific inquiries; Assisting in case management by ensuring that all automated entries are appropriately linked for proper case management; Preparation and mailing of various notices and orders; Conferring with members of the bar, court reporting company and members of the public regarding case related matters; Respond to written and verbal requests for opinions, complaints, and other documents; Running of statistical reports, and other duties as assigned.

### **MINIMUM REQUIREMENTS:**

A high school diploma or the equivalent, and at least two years experience docketing in an automated case management system. Ability to produce effective oral and written communication with the public, management, staff, and judicial officers. Ability to review documents for conformity by using applicable body of rules and procedures. Aptitude and accuracy in entering pertinent case information to automated system. Ability to manage multiple tasks with little supervision. Strong organization skills and attention to detail. The candidate must work well in a team environment, must deal tactfully and effectively with the bar and public while maintaining a high quality standard of work. Federal court experience preferred.

INFORMATION FOR APPLICANTS:

The court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement. Applicant may be subject to a background criminal history check prior to a final job offer. This position is subject to mandatory Electronic Fund Transfer Program participation (direct deposit).

To apply submit a cover letter addressing the qualifications and detailed resume, including three references or Form OF-612 Application for Federal Employment (See [www.opm.gov/forms](http://www.opm.gov/forms)), to:

Margaret M. Earnest, Clerk of Court  
United States Court of Federal Claims  
717 Madison Place, NW, SA-01  
Washington, DC 20005